

California Housing Finance Agency

Job Opportunity

Executive Secretary I Vacancy #154

Salary Range	\$2921-3551
Final File Date	Open until filled
Division	Legislative Division
Specific Location	14 th & L Streets, Downtown Sacramento
Tenure & Time base	Permanent/Full-time
Number of Positions	One
Questions?	Contact Carol at 916-327-5172, clivecchi@calhfa.ca.gov , or Suzanne at 916-319-9718 or spratt@calhfa.ca.gov California Relay Telephone Service for the Deaf of Hearing Impaired: from TDD phones: 800-735 2929, from voice phones 800-735-2922.
Who Should Apply	<p>Qualified candidates must have eligibility for State employment either by being in a reachable rank on an employment list for this classification, or by having transfer/reinstatement eligibility to this classification.</p> <p>Please state your eligibility for this vacancy in Section 12 of your application.</p> <p>SROA/Surplus/Reemployment status applicants should attach proof of this status to the application.</p>
How to Apply	<p>A separate application is required for each of our vacancies. The HR Office will not make copies of applications. Applications with multiple vacancies will be considered only for the first vacancy listed on the application.</p> <p>Submit a standard State application form (resume may be attached) to: Human Resources Office California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available at the State Personnel Board's website at www.spb.ca.gov or by contacting CalHFA.</p> <p>Please specify on your application that you are interested in Vacancy #154, Executive Secretary I.</p>
<p>Duties</p> <p><i>Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i></p> <p><i>It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.</i></p>	<p>Under the direction of the Director of Legislation, the Executive Secretary provides support to the Director of Legislation and Legislative Division staff. In addition to representing the Legislative Division in a professional and dignified manner, the Executive Secretary must have an appreciation for the delicate nature of the work, and maintain strict confidence of sensitive issues that may be encountered. Duties include:</p> <p><u>Essential Functions:</u></p> <p>40% Provide support to the Director of Legislation and Legislative Division staff. Screen visitors, telephone calls, and incoming correspondence, and where appropriate, act independently or route to other staff for response, and follow up to insure due dates are met. Type, draft, edit and process Legislative and Agency correspondence, documents, spreadsheets and charts by utilizing information made available through research, handwritten drafts or verbal instruction. Provide general clerical support -- copying, faxing, mailing, word processing, maintenance of office files and records and distribution of mail.</p> <p>35% With the use of a customized database, track daily legislative reports, and Agency-sponsored legislation and policies including new or amended legislation which may affect the Agency and/or the affordable housing industry in general. Track current location of all pertinent bills, generate customized reports regarding bill status and location, and update system notes daily. Maintain database for all bills chaptered or vetoed. Monitor "Gut and Amend" report for changes in bill authors or topics. Distribute amended bills to internal department heads for review and comment. Alert Director of Legislation to Floor or Committee hearings of the Agency's "hot" bills.</p> <p>Assist in fostering positive rapport with Legislators and their staff by scheduling "Meet and Greet" meetings and communicating effectively and efficiently with Capitol staff and Governor's Office, and coordinating birthday greetings for members.</p> <p>Gather data and research facts for inclusion in various BT & H requests</p>

	<p>and reports as necessary, and maintain effective communication with BT & H legislative staff.</p> <p>15% Maintain electronic and paper calendars for the Director of Legislation. Schedule appointments, meetings, and speaking engagements, prioritizing all scheduling requests.</p> <p>Attend to all travel related arrangements and conference registrations including itineraries and necessary travel information for such trips. Prepare reimbursement documents.</p> <p><u>Marginal Functions:</u></p> <p>5% Inventory and order office supplies and coordinate maintenance and repair of copiers, printers, fax machines and other office equipment;</p> <p>5% Other duties as required.</p>
7/8/2007	